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**ATTACHMENT A**

**SUBJECT:** Proposed Procedure for Processing Biographical Material on Foreign Scientific Personalities into the Files of the Biographical Intelligence Register and Producing Reports from these Files

A. Each agency will be responsible for screening and processing its own sources as follows:

- (1) Scientific Branch, ONI--Naval Attache Reports and other naval reports.
- (2) Scientific Branch, ID--Military Attache Reports and other military reports.
- (3) Air Forces A2 and T2--Air Attache Reports and other air force reports.
- (4) State Department--State Department dispatches, cables, airgrams and other State Department reports.
- (5) Scientific Branch, CIA--CIA reports

B. Each of the above branches (paragraph A) will forward to this Register the following information on scientific personalities:

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C. From the information (paragraph B above) the BIR will process the following IBM punch card files:

- (1) The Basic Card files which will be maintained in three sequences: alphabetically within country of citizenship, alphabetically within function within occupational field, and alphabetically within country of citizenship within country working for. This card will contain the following information.



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- F. On a given date (February 5, 1948) and each day thereafter, the Reference Center, CIA messenger will collect from each participating branch, additions and corrections which have occurred during the previous week. (As an alternative, each branch may furnish their changes on a weekly basis. The schedule for collection shall be worked out by this Register in the event this procedure is adopted.) For transmittal of top secret documents, a special top secret courier will be sent from this Register.
- G. One Finch Telefax machine will be installed in this Register for the purpose of reproducing answers to biographic requests. In the event experience proves the advisability of installing a Telefax machine in each participating agency this can be discussed at a later date.
- H. Secured telephone lines between each of the participating branches and this Register should be installed. These lines will be used to process spot requests and requests which are urgent. Requests which cannot be processed over these lines will be handled by messenger until Telefax machines are installed.

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